

## **CITY OF BURBANK**

### **JAILER**

#### **DEFINITION**

Under supervision, to operate a City jail facility; ensure the safety and well-being of inmates and arrestees; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Safeguards the proper custody and care of inmates and arrestees, addressing medical needs, sanitary living conditions, proper diets, and legal assistance as required by law; receives, searches, books, and releases prisoners; physically controls and restrains uncooperative prisoners using approved techniques; performs tasks within policy guidelines, established procedures, directives, and applicable local, state, and federal laws; conducts local and outside agency checks for outstanding wants or warrants of arrestees using fingerprint systems and law enforcement databases; fingerprints and photographs prisoners; checks-in and releases personal property; routinely inspects the jail to ensure that the security, cleanliness, and general maintenance of the facility is maintained; supervises prisoner visitation; transports prisoners to and from courts, line-ups, cells, and other locations; performs functions related to court arraignments; prepares and serves meals for prisoners; prepares and maintains records and reports, both manually and electronically; provides information and other non-enforcement police services to the public; makes referrals or otherwise handles public inquiries; operates modern office equipment including, but not limited to computers with related software; operates a police radio, Live Scan fingerprint system, and other specialized clerical law enforcement equipment; performs routine clerical functions related to the jail facility and persons in custody; uses personal protective equipment (PPE) when appropriate; uses a self-contained breathing apparatus (SCBA) for emergency rescue or evacuation; works various shift assignments; works overtime with little or no notice; performs related duties as required; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – the safety standards, laws, and regulations regarding the detention and care of prisoners; Live Scan and ink fingerprinting processes; spelling, grammar, and punctuation.
- Skill in – working with various segments of the population, defusing highly emotional and stressful situations; discerning dangerous situations; exercising safe, effective, and approved physical restraint tactics; properly using PPE and SCBA; operating modern computers and related software.
- Ability to – follow written and oral instructions; learn, comprehend, and apply departmental policies and rules, laws, and other regulations; maintain security, control, and custody of prisoners in a jail facility; communicate effectively, both orally and in writing; operate a police vehicle safely; learn and utilize proper safety practices;

effectively supervise activities of prisoners; prepare, maintain, and accurately complete records; read and accurately document text and statistical information; operate a typewriter, fax, copier, police radio, and other specialized clerical police equipment; apply first aid and artificial resuscitation; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from high school or equivalent.

**Special Conditions & Requirements:** At least 21 years of age at time of appointment. Employees in this classification will be required to comply with the American National Standards Institute's requirements on Practices for Respiratory Protection; possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to lift, pull, lower, and carry irregularly-shaped items and items weighing up to 50 pounds; bend in all directions; climb stairs and ladders; stoop; kneel; reach; twist; squeeze with arms and hands; stand for extended periods of time.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services Department, within one month of appointment; a California Board of State and Community Corrections (BSCC) approved Adult Corrections Officer Core training course within one year of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

## **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Bilingual language aptitude in Armenian, Korean, Spanish, or American Sign Language.